



# Junior School 2023 Book Pack Requirements

## Here's the easiest and most secure way to process your child's Book Pack requirements!

- Visit <https://stuartanddunn.officechoice.com.au/booklist>

- Enter the below login details below banner.

**School Code: HVGS**

**Password: bts123**

- Hover over the Select Year Level drop down box on the top left of the page and select the required stage.  
(Early Stage 1 = Kinder, Stage 1 = Years 1 & 2, Stage 2 = Years 3 & 4, Stage 3 = Years 5 & 6)
- Select the number of packs you require then click the Add Selected To Cart button on left hand side – you can amend the quantity of and remove products in the cart.

*\*If you require left-handed scissors, please request in order notes.*

- Click the Cart in the top right of the page.
- Amend products as required
- Click the Continue To Checkout button
- Select the Pick Up From School Delivery Method drop down box. \*All packs will be delivered to the school, ready for pick up on the first day of school
- Under Student Information enter the Student's Full name.  
*\*If you have multiple students in the same year level, please enter all names using a comma as a separator*
- Under Parent / Guardian Contact Details enter your full name, email address and phone number
- Click the Continue To Payment button
- Enter your card detail
- Click the Process Payment button

## Important information regarding your order

- There is a 1.5% surcharge for credit card transactions.
- Your card will be charged once your order has been processed by our warehouse.
- All orders place prior to 4:30pm Thursday 19th January will be available for pick up from the School on the first day of Term 1.
- All orders placed after 4:30pm Thursday 19th will incur a \$5.95 delivery fee and will be delivered to home or work address only. PO boxes will not be accepted.
- Missing item claims must be raised with us within 7 days from receipt of goods.
- If a product is unavailable at time of packing your order, we may substitute with a similar product of the same or greater value.

**Please contact Stuart and Dunn Office Choice with any questions**

**Phone: (02) 4966 0554 | Email: [education@stuartanddunn.com.au](mailto:education@stuartanddunn.com.au)**

**Address: 10 Babilla Close**

**Beresfield NSW 2322**